

HOW TO COMPLETE A LANDING REPORT AND IFQ REPORT WHEN YOUR INTERNET CONNECTION IS TEMPORARILY UNAVAILABLE

If your Internet connection is temporarily down, but unavailable for longer than the required reporting period (six hours following the completion of off-load) please follow these instructions to complete an Interim eLanding Report and contact the NMFS IFQ Data Clerks at: **1-800-304-4846, Option 1** to submit the IFQ portion of the landing report:

1. Imprint the CFEC Permit of each IFQ quota share holder. If the landing includes multiple IFQ share holders, use separate Interim eLanding Report forms to imprint the CFEC Permit.
2. Record the following on the Interim eLanding Report form(s):
 - area of harvest (statistical areas)
 - percentage of harvest from each statistical area
 - number of pot lifts from each statistical area (crab fisheries only)
 - crew size
 - number of State of Alaska certified Observers on board, if applicable
 - management program and program number (reference the eLandings ADF&G Fish Ticket Codes sheet) and the CDQ program number, if applicable
 - port of landing
 - gear code type
 - State of Alaska processor code of buyer
 - State of Alaska processor code of custom processor, if applicable
 - date fishing began
 - date landing was completed
 - number of days fished (gear worked or soaking)
 - check appropriate box(s) if partial delivery.
3. Record itemized catch
 - species
 - delivery condition (whole)
 - weight
 - number of animals (crab fisheries only)
 - disposition - sold, deadloss, personal use
4. Record price per pound and size/grade
5. Obtain the signature of the CFEC permit holder (Crab IFQ quota shareholder) on the Interim eLanding Report.
6. Sign the Interim eLanding Report as processor agent
7. If this report includes an IFQ landing, contact NMFS IFQ Data Clerk at:
1-800-304-4846, Option 1 to submit a manual IFQ Report.
8. When the Internet service returns, enter all information recorded on the Interim eLanding Report(s) into the eLanding System. DO NOT SUBMIT ANY IFQ PERMIT INFORMATION already submitted by the NMFS data clerks. Print out the fish ticket(s). Attach the Interim eLanding Report(s) with signatures to the eLanding fish ticket(s) that report the information entered into the eLanding System.

9. Do not generate and submit an IFQ report; this has been completed by the NMFS Data Clerks.
10. Submit the stapled together Interim ***eLanding*** Report(s) and the eLanding fish ticket(s) to the local office of ADF&G within seven days of the completion of the off-load.
11. Retain a copy of the signed Interim ***eLandings*** Report for your own records and provide a copy to the seller.

Interim eLanding Report

ALASKA DEPARTMENT OF FISH & GAME

GROUNDFISH SHELLFISH TICKET

| Statistical Area Worksheet | | | |
|----------------------------|-----------|------------|-----------|
| Stat. Area | Harvest % | Stat. Area | Harvest % |
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|----------------------------------|---------------------------------------|--------------------------|--|
| Vessel | Crew Size | Management Program | Port of Landing or off-shore operation type |
| ADF&G No. | Observers onboard | <input type="checkbox"/> | |
| Permit | | | Type of gear used |
| | | CDQ No. | Partial Delivery <input type="checkbox"/> Partial Delivery <input type="checkbox"/> Multiple IFQ Permits |
| Processor Code | Date fishing began (Gear in Water) | Days Fished | |
| Custom processor (if applicable) | Date Landed | | |

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1. Imprint the CFEC Permit(s).
2. Complete the Interim eLanding Report by hand.
3. Obtain the signature of the CFEC permit holder/IFQ quotashare holder.
4. Sign the Interim eLandings Report as agent for the processor.
5. If an IFQ landing, contact NMFS IFQ Data Clerk at 1-800-304-4846, Option # 1 to complete your IFQ landing report.
6. When the Internet service is up again, enter the Interim eLandings Report information in the eLandings System.
7. Print out the fish ticket(s) and submit to the local office of ADF&G. Attach the signed Interim eLanding Report(s).

FISH DELIVERED HEREBY WERE CAUGHT IN COMPLIANCE WITH STATE LICENSING LAWS AND STATE LABOR LAWS AND REGULATIONS.